

EDITED TASK LISTING

CLASS: CORRECTIONAL CASE RECORDS MANAGER

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Interprets court commitment orders, Board of Parole hearings (BPH) decisions, to produce a parole and discharge date, provide statistical data and ensure compliance with statutes, case laws, rules, regulations, Title 15, Departmental Operations Manual (DOM), etc., utilizing various resources (e.g. policies, procedures, statutes, case laws, rules, regulations, Title 15, etc.) on a daily basis.
2.	Reviews various forms, system data, reports, inmate/parolee criminal identification history file/rap sheet and/or legal documents (e.g., subpoenas, Abstracts of Judgment, Appellate Court Opinions, Minute Orders, sentencing transcripts, court orders, remittiturs, BPH decisions, etc.) to ensure compliance with Directors' Rules, statutes, case laws, DOM, etc., to determine the appropriate administrative process, to ensure proper recordings, appropriate disposition of arrests, provide information, and, if necessary, refer cases to appropriate authority for resolution, utilizing working knowledge, statutes, rules, regulations, policies, procedures, DOM, Title 15, case law, calculation worksheets, Offender Based Information Systems (OBIS), Revocation Scheduling and Tracking System (RSTS), etc., as required.
3.	Researches inmate/parolee legal documents (e.g. Abstracts of Judgment, Minute Orders, sentencing transcripts, appellate court decisions, BPH decisions, etc.) to ensure accurate records (judicial and clerical) and compliance with policies, procedures, statutes, case laws, rules, regulations, Title 15, etc. utilizing various resources, working knowledge, policies, procedures, statutes, case laws, rules, regulations, Title 15, etc. as required.
4.	Analyzes various forms, system data, reports, and/or legal documents (e.g., subpoenas, Abstracts of Judgment, Appellate Court Opinions, Minute Orders, sentencing transcripts, court orders, remittiturs, BPH decisions, etc.) to ensure compliance with Directors' Rules, statutes, case laws, DOM, etc., to determine the appropriate administrative process, provide information, and, if necessary, refer cases to the Legal Processing Unit (LPU) or appropriate authority for resolution, etc. utilizing working knowledge, statutes, rules, regulations, policies, procedures, DOM, Title 15, case law, calculation worksheets, OBIS, RSTS, etc., as required.

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5.	Identifies proper conduct credit earning status relative to prison commitment and/or BPH decisions to accurately determine inmate release dates, etc. utilizing statutes, case laws, OBIS, RSTS, Title 15, DOM, etc. as required.
6.	Reviews conduct credit earning status relative to prison commitment and/or BPH decisions to ensure proper determination of inmate/parolee credit earning status utilizing statutes, case laws, OBIS, RSTS, Title 15, DOM, etc. as required.
7.	Computes data to determine dates (e.g. lifer hearing, release, discharge review, controlling discharge, etc.) and ensure inmates/parolees have satisfied their commitment term and parole utilizing court documents, statutes, Title 15, laws, rules, calculation worksheets, manuals, OBIS, BPH decisions, RSTS, DOM, etc. as required.
8.	Directs staff in the appropriate administrative processes involved in inmate intake, transfer, parole, and/or discharge, etc. to ensure compliance with various laws, rules, regulations, statutes, DOM, Title 15, policies, procedures, etc. utilizing various resources, laws, rules, regulations, statutes, OBIS, RSTS, DOM, Title 15, policies, procedures, etc. on a daily basis.
9.	Certifies copies of legal documents (e.g., PC 969B packets, Abstract of Judgment, Minute Orders, fingerprint cards, etc.) contained in the central file to ensure compliance with statutes, laws, rules, regulations, etc. and provide accurate information utilizing working knowledge, laws, rules, regulations, policies, procedures, OBIS, DOM, Title 15, case law, calculation worksheets, etc. as required.
10.	Functions as liaison between the Department and city, county, state, and federal agencies to provide information on matters concerning the application of sentence and parole laws and the control of offenders in institutions and on parole utilizing working knowledge, laws, rules, regulations, policies, procedures, OBIS, RSTS, DOM, Title 15, case law, communication skills, etc. on a daily basis.

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11.	Represents the Department as a subject matter expert of case records before the Grand Jury, State and Federal courts, meetings, conferences, training, task forces, compliance reviews, etc. to provide information and/or clarification utilizing working knowledge, central file, laws, rules, regulations, policies, procedures, DOM, Title 15, case law, communication skills, etc. as needed.
12.	Acts as consultant and advisor to departmental staff, other governmental agencies, court officers, offenders, offenders' family members, and other authorized persons to provide information regarding departmental case records responsibility (e.g., parole dates, work incentive, discharge review, discharge dates, etc.) under pertinent laws and administrative standards utilizing DOM, OBIS, RSTS, policy, procedures, central files, laws, rules, regulations, communication skills, etc. as necessary.
13.	Responds to offender appeals (e.g. informal offender requests, first through second level appeal process, etc.) regarding case records issues to ensure compliance with policies, DOM, Title 15, etc., provide information and/or resolve grievances, utilizing working knowledge, laws, OBIS, RSTS, DOM, Title 15, policies, procedures, etc. as required.
14.	Conducts surveys to gather information and/or make recommendations related to methods, procedures, and staffing, utilizing various resources (e.g. working knowledge, staff, policies, procedure, workload/backlog statistics, etc.) as requested.
15.	Carries out managerial responsibilities in the work place with regard to Department-wide mandates concerning Equal Employment Opportunity, Americans with Disabilities Act, and other personnel practices as defined by regulatory agencies and established guidelines/policies.
16.	Evaluates employee performance to ensure performance objectives/standards are met by monitoring work assignments and/or behaviors as required by the State Personnel Board.

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17.	Initiates and/or participates in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with State Personnel Board Rules and Regulations and departmental policy, as needed and/or upon request.
18.	Prepares various written documents (e.g. memorandum, correspondence, reports, policies, procedures, personnel action requests, position justifications, etc.) to request and/or provide information to others utilizing computer hardware/software, communication skills, spelling/grammar, laws, rules, regulations, policies, procedures, DOM, etc. as needed.
19.	Develops policies and procedures relating to case records to ensure consistency and conformity with laws, rules, regulations policies, procedures, etc. and to provide information and/or direction to staff, utilizing various resources (e.g. knowledge, laws, rules, regulations, DOM, Title 15, etc.) as needed and/or as requested.
20.	Trains staff to improve their skills and knowledge and promote upward mobility utilizing various resources (e.g. classroom, on-the-job training, mentoring, laws, rules, regulations, policies, procedures, etc.) on an on-going basis.
21.	Facilitates the hiring process by conducting interviews, evaluating and recommending candidates for appointment, utilizing various methods of filling vacancies (e.g. certification lists, transfers, training and development assignments, reinstatements, State Restriction of Appointment, etc.) as needed.